

DOROTA RZEPA

EDUCATION

1997 – 2001 Loyola University Chicago Chicago, Illinois
Bachelor of Business Administration

- *Finance Major*
- *Psychology Minor*
- *Summa Cum Laude Graduate (≥ 3.9 Cumulative GPA)*
- *4.0/4.0 Major GPA*
- *4.0/4.0 Minor GPA*
- *Key Finance courses: Advanced Business Finance, Financial Institutions, Investments, Options, International Finance Mgmt*
- *Key Business courses: Accounting, Economics, Management, Marketing, Business Law, Information Systems Operations Management*

1994 – 1997 Edwin G. Foreman High School Chicago, Illinois

- *4.0125/4.0 Cumulative GPA*
- *Junior year graduate*
- *National Honor Society Graduate*

CURRENT EMPLOYMENT

2001 – Present SBC Contract Management BCS - Sales Operations / Contractor

- *Contract Management Team*
 - Obtain knowledge of company software
 - ECTAS
 - ACIS
 - CBR
 - CARS
 - Verify/validate the accuracy of DATA contracts
 - Verify/validate the accuracy of CPE contracts on as needed basis
 - Record contractual information into the ECATS database
 - Notify affected organizations of contract approval/rejection
 - Assist sales representatives in reconciling errors/problems in order to approve rejected contracts
 - Answer telephone calls from internal clients
 - Rectify billing inquiries
 - Calculate liability charges for early termination of Data contracts
 - Train employees
 - Conduct associate audit
 - Generate weekly/monthly CPE booking and compensation reports on as needed basis